Lease of Road Reserve Application

Northern Beaches Council

If you need help lodging your form, contact us			
Email	council@northernbeaches.nsw.gov.au		
Phone	1300 434 434		
Customer Service Centres	**Manly** Town Hall, 1 Belgrave Street, Manly NSW 2095	**Dee Why** 7 Civic Drive, Dee Why NSW 2099	**Mona Vale** 1 Park Street, Mona Vale NSW 2103

Office use only	
Form ID	4124
TRIM Ref.	
Last updated	June 2026
Business unit	Property
Application no.	
Receipt no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Lodgement options	
In person	Visit the Customer Service Centre (listed above) to apply with supporting documentation
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form with supporting documentation to council@northernbeaches.nsw.gov.au
Payment options	
Payment	Following application/permit approval, an invoice for payment will be issued with the various payment options available.
Note: 0.5% payment card surcharge applies to both credit/debit card payments until 1 October 2026.	

Part 1: Applicant details

Title	◯ Mr ◯ Mrs ◯ Ms ◯ Other:		
First name			
Last name			
Name of user/group/organisation		ABN	
Address			
		Postcode	
Phone		Alternate	
Mobile		Fax	
Email			

Part 2: Owner(s) details

Title	◯ Mr ◯ Mrs ◯ Ms ◯ Other:		
First name			
Last name			
Name of user/group/organisation		ABN	
Address			
		Postcode	
Phone		Alternate	
Mobile		Fax	
Email			

Part 3: Project description - Boundary dimensions and area

Specify the boundary dimensions and area

Part 4: Reasons for the lease of road reserve

Describe the reasons for the lease of road reserve

Part 5: Detail of proposed use - including any development proposals

Describe the proposed use of the site - including ANY Development Proposals etc

Part 6: Other comments

Include below any further comments in support of your application

Part 7 - Surveyor's details

Title	◯ Mr ◯ Mrs ◯ Ms ◯ Other:		
First name			
Last name			
Name of user/group/organisation		ABN	
Address			
		Postcode	
Phone		Alternate	
Mobile		Fax	
Email			

Part 8: Checklist

Use this Checklist to confirm you have fully completed your Application				
Have you included a survey plan of the road reserve land with the approximate boundary dimensions and area? (include in the survey plan, existing encroachment and significant trees and identify the species and size of trunk).	Yes	◯	No	◯
Have you read the Information for Applicants regarding the leasing of a road reserve (found on Council's website).	Yes	◯	No	◯

Part 9: Agreements to Terms and Conditions

I understand that this is an application to lease part of the road reserve land adjoining the land owner's property. It is not a legally binding contract. I acknowledge that the proposed road lease is subject to Council approval under delegated approval. I understand I am liable for all costs payable in advance, associated with the road reserve lease process.			
Applicant's name			
Signature		Date	
Landowner's name			
Signature		Date	

Information for applicants
Please ensure that you read this information prior to lodging a Lease of Road Reserve application. It is important to note that the applicant is to pay all costs associated with pursuing the Lease of Road Reserve application. The associated costs for this application are stated in Council's Fees and Charges. All Lease of Road Reserve applications are subject to Council approval under delegated authority.
Following receipt of this completed form, the following actions are undertaken:
1. Council will issue an invoice for the non-refundable application fee (in accordance with Council's Fees and Charges). 2. Council Property Officers will consult with internal stakeholders (e.g. Environment & Sustainability, Transport & Assets and Planning & Place). 3. Council's Property Officers will issue a Heads of Agreement with the terms of the proposed lease of road reserve to the applicant. 4. Staff will carry out Public Notification in accordance with the Roads Act 1993. This includes letters to surrounding residents, a notice on Council's Website and a notice on the subject land. Public notice period is a minimum of 28 days. 5. Council is required to consider all submissions received and take actions to resolve any objections in accordance with the Roads Act 1993. 6. Upon approval from the Asset manager/owner to proceed with the road lease, Council's Property Officers will notify the applicant of the decision. 7. Council Property Officers will notify the decision to grant the lease on Council's website. 8. Council Property Officers will prepare the Lease document. 9. Council Property Officers will arrange for the Lease to be executed by all parties. 10. Once the Lease has been fully executed Council Property Officers will issue a copy of the Lease to the Lessee and commence charging the annual Lease Fees. If you are acting on behalf of the land owner you will need to provide a letter of authority to be submitted as part of the application. Where there is more than one owner, we require all owner's agreement to this application (Parts 2 and 9 of the application form).

Fees

The estimated associated costs include, but are not limited to, the following:	
Application Fee	As per Council's Fees & Charges
Annual Lease Fee	As per Council's Fees & Charges
Surveying Costs	Quote to be sought by applicant
Council's legal costs	As per Council's Fees & Charges
Lease Renewal Fee	As per Council's Fees & Charges
Council's fees are subject to change in line with annual Delivery Program process. For further information on the fees and charges, please enquire with Council's Property team.	